

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 0344	3. OCC FUNC.	4. OFF. TITLE CD 0004	5. OFF. TITLE (38) PROG ASST		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 07PA			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2) 07	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div> 9=Other </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE				31. DATE			
32. REMARKS Standard Job #344-07							

A. Introduction

This position is located within the Office of the Area Director, and serves as the procedural expert and coordination point within the Area for the timely and orderly flow of information and documentation surrounding the implementation, management, and evaluation of a vast array of research monitoring activities. The Area consists of _ locations, with approximately ____ Research Units, and has a work force of approximately _____ employees (of which approximately _____ are research scientists).

B. Major Duties

Independently coordinates and maintains appropriate documentation on the Current Research Information System (CRIS), research progress reports, and extramural and external funding requests for the Area. Serves as the Area manager and instructor for the Agriculture Research Information System (ARIS). Specifically, the incumbent:

- advises project leaders, research leaders, and other program personnel on proper procedures and documentation requirements for CRIS projects, research plans, extramural and external funding requests, and research progress reports.
- summarizes and makes recommendations for improvement in the documentation to the scientific staff; notifies the scientific personnel when additional information is needed, and follows up to ensure receipt; ensures that packages are complete before forwarding to the Area Director; and brings significant issues in the reports to the attention of the Area Director.
- follows up on and advises scientific personnel on the status of submissions.
- instructs Area personnel on the use of the ARIS system; determines user needs and accordingly assigns appropriate level of access codes to allow access to the system; periodically surveys the needs of users and makes adjustments in the assignment of access; instructs users on changes in methods, procedures, and policies in the software on a continual basis; and trains new system users as needed.
- coordinates funding requests and extramural/external funding issues with appropriate Area Administrative Office staff (Area Budget and Fiscal Officer (ABFO) and Area Procurement Agreements Officer (PAO).
- with input from the AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.

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- participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the procedural requirements of the reporting systems.
- attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas.
- consolidates responses on current research activities from the locations in support of requests from the Area Director or higher level management in ARS.
- prepares draft correspondence and nontechnical descriptive summaries of research activities and progress for use in replying to correspondence and other requests for information.

C. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-4: 550 PTS)

A practical knowledge of the Area's organizational and program structure as it relates to the Agency's research objectives.

Knowledge of the research programs existing within the Area to aid in the development of appropriate communications.

Knowledge of procedures and guidelines related to the Research Project Documentation Manual; CRIS document processing; Annual Research Reports and Plans submissions; and research program reviews and/or workshops.

Skill in drafting memos conveying statements of fact or asking specific questions of Area managers and other key officials in the Agency.

Knowledge of Agency filing systems.

Ability to interpret and apply guidelines to questions posed from scientists, management, or secretaries.

Skill in the use of personal computers to access, manipulate, and retrieve information from automated systems.

(FLD 2-3: 275 PTS)

The incumbent is responsible for independently applying operational knowledge in taking action to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent performs recurring assignments, such as those related to the maintenance of the ARIS database, independently without specific instructions; resolves most procedural conflicts which arise; coordinates the work with others as necessary; and interprets policy on own initiative in terms of established objectives.

(FLD 3-3: 275 PTS)

(FLD 4-3: 150 PTS)

The incumbent serves as the recognized Area procedural expert and focal point for monitoring, coordination, and documentation of the Area's research programs; monitoring and coordination of the Annual Research Reports and Plans process; timing and documentation of logistics surrounding program reviews/workshops; and the flow of all program-related reports. The incumbent determines on own initiative improved ways of presenting information. Given only general direction, incumbent proceeds on own initiative to use personal knowledge of programs and various available information systems to solve problems related to recurring assignments.

(FLD 5-3: 150 PTS)

6. Personal Contacts

(FLD 6/7-2A: 45 PTS)

7. Purpose of Contacts

Contacts are made to give advice and to answer questions, obtain clarification of facts, trouble-shoot documentation problems, obtain and compile information for reports, follow-up on overdue actions, resolve procedural problems, and relay information when timing or complexity precludes writing memoranda.

(FLD 8-1: 5 PTS)

9. Work Environment

(FLD 9-1: 5 PTS)

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

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D. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS = 1455

GRADE CONVERSION = GS-07

August 12, 1996